

FROM: Navy Advancement Center (NAC), Nonresident Training Course Administration

DATE

TO:

VIA: (If applicable)

SUBJ: NRTC ASSIGNMENT AND ENROLLMENT FEEDBACK

REF: (Or authority, if applicable)

ENCL:

In the interest of reduction of paperwork, this form letter is used in lieu of formal correspondence. Pertinent items are checked below.

ASSIGNMENTS

Provide the following information and return assignment(s) for grading	SSN	Assignment Number	Course Number
Resubmit answer sheets. Use a #2 pencil. Blank answer sheets provided.			
Resubmit answer sheets. Do not use ink, correction tape or white out. Blank answer sheets provided.			
Resubmit answer sheets. All questions must be answered on resubmission of a failed assignment.			
Resubmit answer sheets. Your answer sheets were blank.			
Resubmit answer sheets. Our scanner will not process answer sheets with holes. Please do not staple. Blank answer sheets provided.			
Resubmit answer sheets. NETPDTC can grade only original Correspondence Course Standard Answer Sheets (NAVEDTRA 1510/4), which are designed for optical scanning. The correct blank answer sheets are provided.			
Failed assignments are not accepted, once you successfully complete a course with a 3.2 or higher, you may not resubmit.			
You may enroll on our web site http://courses.cnet.navy.mil , by phone 1-877-264-8583 or by e-mail Fleetservices@cnet.navy.mil . You must be enrolled in the course prior to submitting answer sheets. Enrolling in a course assures you will have the current NRTC and correct answer sheets for grading.			
The course you submitted for grading has been discontinued.			

ENROLLMENTS We cannot process your enrollment request for the reason(s) checked below:

We cannot read your enrollment request. Please resubmit.
You have previously completed the course you have requested.
The course you are requesting is not available to IRR members.
Your request for course(s) takes you over the maximum limit of four courses.
You must wait six months before reenrolling in a failed course.
The course you are requesting has been discontinued.
You are currently enrolled in the course you requested.
You are not in a supported branch of service or in a supported group.
The course you are requesting must be ordered for you by your command. Ask your Training Officer or ESO for assistance.

REMARKS (Use reverse side, if additional space required)

COPY TO

SIGNATURE

J.E. King

Nonresident Training Course Administration Branch Head